

February 6, 2023

Mr. Jesse Blazek
Library Director
Palos Heights Public Library
12501 S. 71st Avenue
Palos Heights, IL. 60463



Re: Palos Heights Public Library Parking Improvements
Palos Heights Public Library
12501 S. 71st Avenue, Palos Heights, IL 60463
Proposal for Civil Engineering Services

Eriksson Engineering Associates, Ltd., (EEA), is pleased to submit this Proposal to provide professional civil engineering services for the Palos Heights Public Library Parking Improvements Project, referred to herein as the Library Parking Project. The project shall generally be developed in accordance with an email from Dan Eallonardo of Independent Construction Services (ICS) upon which the proposal is being made.

PROJECT DESCRIPTION

It is our understanding the project consists of removal and replacement of the existing asphalt parking lot for the library. Removal and replacement of pavement is viewed by the MWRD as Maintenance and therefore, no stormwater management design or calculations are included within the scope of work.

The Library Parking Project shall be bid on a stipulated sum basis. EEA shall prepare drawings, CSI format specifications, and process permits for one set of construction documents. Multiple bid packages for multiple phases are not part of this proposal. ICS or others shall prepare the general and supplementary conditions, invitation to bid, contract and be the primary administrator of the construction contract for the Project. Palos Heights Public Library shall review or obtain counsel for the review and acceptance of all contract documentation. Construction alternates are not contemplated at this time. If the need for alternates does arise, they shall be invoiced as an Additional Service.

The Part of the Project for which EEA shall provide professional services includes the following on-site element/elements:

1. Demolition of existing site features (other than buildings)
2. Site geometric control; location of buildings, pavements, and utilities shall be provided in AutoCAD .dwg format for surveyor's use in staking improvements
3. Private roadways, parking lots, driveway pavements, walkways, courtyards, and site concrete finish work (but not stairways or poured in-place retaining walls or seat walls)
4. Finished grading with spot elevations and contours
5. Soil erosion and sediment control measures
6. Engineer's Opinion of Probable Cost

Palos Heights Library or ICS shall provide EEA with any studies or reports that have been completed for the site that may affect or be relevant to this Project. EEA shall assist you with the identification of additional studies that may be required.

Palos Heights Library shall provide EEA with an electronic copy of a topographic map (including underground utilities) in an AutoCAD .dwg file format illustrating all easements, dedications, encroachments, etc. with appropriate permission granted for its use. EEA will assist Palos Heights Library by soliciting up to three proposals from licensed surveyors to provide topographic and boundary surveys. The survey, along with the other relevant received information, will be the basis upon which design decisions shall be made.

SCOPE OF SERVICES

A. Construction Documents Phase

1. EEA shall visit the site to generally become familiar with the existing surface conditions.
2. EEA shall assist you in identifying the need for additional studies, surveys, or reports. Such studies might address geotechnical analysis, pavement cores, or private underground utilities.
3. EEA shall review public records that may be available at the Village of Palos Heights and those provided by the Palos Heights Public Library to become familiar with the underground systems and which are generally located in the contemplated improvement areas.
4. EEA shall confer with the Village of Palos Heights to review development criteria, restrictions, and permitting requirements.
5. EEA shall prepare final drawings and CSI format specifications for This Part of the Project. The drawings and specifications shall be prepared in accordance with generally accepted professional practices and substantially in conformance with standards of the governmental agencies having jurisdiction thereof. EEA makes no warranty, express or implied, as part of this Agreement. Nothing in this Agreement shall require us to exercise professional skill and judgment greater than that which can be reasonably expected from other engineer's performing similar services to those required hereunder.
6. EEA shall attend project coordination meetings to coordinate the Project with other members of the design team, and the Village of Palos Heights. Included in the budget for this task is attendance at one (1) such meeting.
7. EEA shall assist you in the preparation and processing of permits as required by the Village of Palos Heights. No other permitting is expected at the time of this proposal.
8. The Invitation to Bid, Contract, General, and Supplementary Conditions are not included within the scope of work for EEA. This scope shall be handled by ICS.

B. Bidding/Negotiation Phrases

1. EEA shall assist you by answering questions concerning the bidding documents relative to This Part of the Project.
2. EEA shall prepare addenda to clarify documents prepared by us in a timely manner.
3. EEA shall evaluate bidder proposed substitutions for basic quality and applicability when requested by you. Detailed analysis of substitutions or design changes made necessary by the acceptance of these substitutions is not included.

C. Construction Administration Phase

1. EEA shall review submittals made by the Contractor as they relate to this Part of the Project.
2. EEA shall assist you by answering questions arising from field conditions.
3. EEA shall prepare supplemental documents to clarify the original documents relative to this Part of the Project.
4. EEA shall make one (1) site visits to the site as requested by you, to observe, as a qualified design professional, the progress and quality of the work completed, and to determine, in general, if the work pertaining to This Part of the Project, is being performed in accordance with the Contract Documents. However, EEA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. EEA shall submit to you a written report of our observations from our visit to the site.

5. Upon notification of substantial completion by the Owner or Owner Representative, EEA shall make a site visit to check that the site is in conformance with the construction documents. EEA shall generate a punch list of items, based on EEA's site observations, that are not in compliance with the construction documents.

COMPENSATION

EEA shall be compensated for services as described herein on the basis of a stipulated staff time fee generally allocated between the phases as follows:

A. Construction Documents Phase	\$ 12,000
B. Bidding/Negotiation Phase	\$ 600
C. Construction Phase	\$ 4,000
TOTAL	\$ 16,600

Construction Site Visits	Hourly Rate
--------------------------	----------------

REIMBURSABLES

Costs for travel, printing, plotting, postage, overnight delivery, messenger services, copying, and photographic techniques are considered Reimbursable Expenses and shall be invoiced in addition to the stipulated staff time fee.

ADDITIONAL SERVICES

The following services are specifically excluded from our fee proposal, but can be provided under separate Agreements, if requested:

1. Off-site roadway and infrastructure improvements
2. Site lighting
3. Landscape design and Irrigation design
4. Land Surveying Services
5. Utility design
6. Design and layout of site power and gas supply distribution systems and site communications systems
7. Preparation of easement documents, plats of survey, etc.
8. Structural design of accessory site structures
9. Traffic and parking studies
10. Soil erosion and sediment control inspection services
11. Resident Engineer inspection services

Attendance at additional coordination meetings, attendance at public hearings, plan commission or zoning meetings, changes to completed work due to revised input or direction, expansion of project limits or scope, preparation of additional exhibits, and other factors beyond EEA's control shall be invoiced as Additional Services at our then current Hourly Rates with all non-staff time costs listed above invoiced as Reimbursable Expenses. EEA shall notify you if the need for such services arises, prior to proceeding with any Additional Services. EEA would be pleased to provide you with an estimate of fees for these services upon your request.

INVOICING

Invoices shall be submitted periodically, and will reflect the time accrued during the period stated. Invoices are due and payable sixty (60) days from date of invoice. A 1% per month interest charge will be applied to accounts and invoices more than 60 days past due.

If this Proposal is acceptable to you, please sign where indicated below and return an original signed document for our records. The signed document will serve as the agreement between Palos Heights Public Library and EEA for professional civil engineering services.

We look forward to working with Palos Heights Public Library, as well as Independent Construction Services. If you have any questions, please do not hesitate to contact us.

Very truly yours,

Eriksson Engineering Associates, Ltd.



Ben J. Ahring
Principal

Accepted by: _____

Signature: _____

Date: _____

2022/2023 Hourly Rates for Professional Services

Senior Principal	\$240
Principal	\$220
Senior Project Manager	\$200 - \$215
Project Manager	\$190 - \$200
Director of Landscape Architecture	\$200
Director of Traffic Engineering	\$200
Senior Project Engineer	\$190 - \$200
Project Engineer	\$180 - \$190
Senior Design Engineer	\$170 - \$180
Senior Landscape Architect	\$170 - \$180
Design Engineer	\$155 - \$170
Landscape Architect	\$150 - \$165
Technician	\$130 - \$145
Administrative	\$100 - \$115

These rates are effective through December, 2023 and subject to an increase thereafter.